

# **Public Library Annual Report Form and Instructions**

# Public Library Annual Report Form



**Library of  
Michigan**

717 W. Allegan, PO Box 30007, Lansing, MI 48909-9775

## FY 1999/2000 PUBLIC LIBRARY ANNUAL REPORT

### SECTION A: CURRENT INFORMATION

This Annual Report or a Letter of Intent to File an Annual Report must be postmarked on or before **February 1, 2000** to be eligible to receive state aid.

See instructions for clarification on how to complete this form. Refer questions regarding this form to Molly Dwyer at mdwyer@libofmich.lib.mi.us or (517) 373-3828.

This information is current as of (date this report is filed) \_\_\_\_\_

#### PART I: DIRECTORY INFORMATION

CURRENT LEGAL NAME OF MAIN LIBRARY			
PREVIOUS LEGAL NAME OF MAIN LIBRARY			
STREET ADDRESS (NUMBER, STREET, ETC.)		CITY	ZIP+4
PHONE NUMBER	TELEFAX	TDD PHONE NUMBER	
COUNTY	LIBRARY ORGANIZATION TYPE		MICHICARD MEMBER
	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> District <input type="checkbox"/> School District <input type="checkbox"/> Township <input type="checkbox"/> Village		<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF CURRENT LIBRARY DIRECTOR		NAME OF LIBRARY COOPERATIVE	
EMAIL ADDRESS OF LIBRARY DIRECTOR		WEB ADDRESS	
		http:// _____	

#### PART II: CURRENT SCHEDULE OF OPEN HOURS

MONDAY	TO	FRIDAY	TO
TUESDAY	TO	SATURDAY	TO
WEDNESDAY	TO	SUNDAY	TO
THURSDAY	TO		

#### ALTERNATE LIBRARY SCHEDULE - FOR YEAR 2000

Period of Alternate Schedule: From: \_\_\_\_\_ (mo/day/yr) To: \_\_\_\_\_ (mo/day/yr)

MONDAY	TO	FRIDAY	TO
TUESDAY	TO	SATURDAY	TO
WEDNESDAY	TO	SUNDAY	TO
THURSDAY	TO		

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Use this page for branches or bookmobiles only; make copies for additional outlets.  
(Do not include service outlets that are not administered by the library system)

Outlet Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Telefax Number: \_\_\_\_\_ Web Address: <http://> \_\_\_\_\_

Outlet Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Outlet Email Address: \_\_\_\_\_

#### Current Schedule of Open Hours for Outlet

MONDAY	TO	FRIDAY	TO
TUESDAY	TO	SATURDAY	TO
WEDNESDAY	TO	SUNDAY	TO
THURSDAY	TO		

#### ALTERNATE LIBRARY SCHEDULE - FOR YEAR 2000

Period of Alternate Schedule: From: \_\_\_\_\_ (mo/day/yr) To: \_\_\_\_\_ (mo/day/yr)

MONDAY	TO	FRIDAY	TO
TUESDAY	TO	SATURDAY	TO
WEDNESDAY	TO	SUNDAY	TO
THURSDAY	TO		

Library Name: \_\_\_\_\_

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# Public Library Annual Report Form

## PART III: CURRENT NON-RESIDENT FEES INFORMATION

Do you charge a non-resident fee? ☐ Yes ☐ No If yes, fee is: Annual ☐ One-Time ☐  
 Fee schedule or non-resident rate: (Example: \$35/family; \$25/individual)  
 \_\_\_\_\_

## PART IV: CURRENT TECHNOLOGY

1. Are your library operations automated? ☐ Yes ☐ No  
 If yes:  
 a. What library system is in use? (Check only one box)

<input type="checkbox"/> Auto Graphics	<input type="checkbox"/> Follett	<input type="checkbox"/> Precision One
<input type="checkbox"/> Data Trek	<input type="checkbox"/> Galaxy	<input type="checkbox"/> Winnebago
<input type="checkbox"/> DRA	<input type="checkbox"/> LibNet	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Dynix	<input type="checkbox"/> Notis	

b. Which of the following automation modules are installed, operational and in use?  
 (Check all that apply)

☐ Acquisitions ☐ Cataloging ☐ Circulation ☐ Community Information ☐ ILL  
☐ OPAC ☐ Serials ☐ Other (specify) \_\_\_\_\_  
☐ Z39.50 Compliant  
☐ Closed Stack Access

2. How many of the following computers in your library are primarily used by staff or by public?  
 (Each computer should be included in only one column)

Staff	Public	
		PC equipped with 386 or older processor
		PC equipped with 486 processor
		PC equipped with Pentium processor
		Macintosh equipped with 040 or older processor
		Power Macintosh

3. Does your library have a Local Area Network (LAN)? ☐ Yes ☐ No  
 If yes:  
 Type of LAN operating system software used? (Check all that apply)

☐ Appletalk ☐ LANtastic ☐ Novell ☐ Windows 95 Peer to Peer ☐ Windows 98 Peer to Peer  
☐ Windows for Workgroups ☐ Windows NT ☐ Unix ☐ Other (specify) \_\_\_\_\_

4. Type of operating system software used? (Check all that apply)

☐ DOS ☐ Windows 98  
☐ Macintosh Operating System ☐ Windows for Workgroups  
☐ Windows 3.1 ☐ Windows NT  
☐ Windows 95 ☐ Other (specify) \_\_\_\_\_

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Library Name: \_\_\_\_\_

## 5. Which of the following services does your library offer? If your library offers none of the following services check this box ☐

Staff Use Only	Mediated Access	Direct Public Access	Public (Check only one box per service)
----------------------	--------------------	----------------------------	--

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Database software
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote access to your library catalog
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spreadsheet software
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telefax
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Word processing software

## 6. Which of the following adaptive technologies does your library offer?

☐ ADA compliant workstation (accessible to the visually and/or physically disabled)  
☐ CC/TV (closed circuit television), magnification system  
☐ Internet access with speech  
☐ Public Access Computer with speech  
☐ Telephone access via Telephone Device for the Deaf (TDD)  
☐ Text to Speech Reading Machine (such as a Kurzweil)  
☐ Other (specify) \_\_\_\_\_

## 7. Does your library have access to the internet? ☐ Yes ☐ No

If yes:

### a. Connection types (Check all that apply)

☐ Dedicated connection directly from telecommunications vendor, i.e. Merit, Ameritech  
☐ Dedicated connection through a wide area network (WAN), e.g. cooperative shared system  
☐ Dial access

### b. Speed of connection: (If library is part of a WAN, indicate the speed between the library and the WAN, not between the WAN and the Internet.) (Check all that apply)

☐ Cable Service ☐ T1 ☐ 28K(ISDN) ☐ 64K(ISDN) ☐ 56K ☐ 33.6K ☐ 28.8K ☐ 19.2K or slower

### c. The library offers the following Internet services:

Staff Use Only	Mediated Access	Direct Public Access	Public (Check only one box per service)
----------------------	--------------------	----------------------------	--

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	File transfer protocol
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telnet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	World Wide Web
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Printing Internet material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Downloading to disk
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Filtering software

### d. What web browser does your library use to search the internet? (Check all that apply)

<input type="checkbox"/> Amaya 2.x	<input type="checkbox"/> Internet Explorer 3.x	<input type="checkbox"/> NCSA Mosaic 3.x	<input type="checkbox"/> Opera 3.x
<input type="checkbox"/> AOL Browser	<input type="checkbox"/> Internet Explorer 4.x	<input type="checkbox"/> Netscape Navigator 3.x	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> HotJava	<input type="checkbox"/> Lynx	<input type="checkbox"/> Netscape Navigator 4.x	

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Library Name: \_\_\_\_\_

# Public Library Annual Report Form

## 8. We are trying to determine technology training needs in Michigan.

Please identify the number of your library staff in need of the following training:

<input type="text"/> Basic Internet searching	<input type="text"/> Computer networking
<input type="text"/> Community information development	<input type="text"/> Creating web pages
<input type="text"/> Computer maintenance and repair	<input type="text"/> Searching AccessMichigan

## 9. Does your library have a written technology plan? ☐ Yes ☐ No

If yes: \_\_\_\_\_  
 a. Date of last revision:

## 10. How is your library involved in an on-line community information network?

☐ Not involved  
☐ Contributor/participant  
☐ Coordinator/project leader

## PART V: CURRENT SALARY AND BENEFIT INFORMATION

Position	Is ALA-Master of Library Science Degree Required?		Avg Hrs/Week	Annual Salary Range (You must complete both boxes)	
	Yes	No		Minimum	Maximum
Director Certification Level (I,II,III,IV,V,VI,VII or NC) NC = Not Certified <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant Director	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department/Branch Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Senior Level Librarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Entry Level Librarian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Computer/Technology Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Library Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Director Benefit Information (Check each of the following benefits which are paid (all or part) for Director).

Health Insurance <input type="checkbox"/>	Vision Insurance <input type="checkbox"/>	Deferred Compensation <input type="checkbox"/>
Dental Insurance <input type="checkbox"/>	Paid Sick Leave <input type="checkbox"/>	Disability <input type="checkbox"/>
Life Insurance <input type="checkbox"/>	Paid Vacation <input type="checkbox"/>	Paid Personal Days <input type="checkbox"/>
Pension <input type="checkbox"/>	Paid Holiday(s) <input type="checkbox"/>	Longevity <input type="checkbox"/>

## PART VI: CURRENT MILLAGE INFORMATION

Millage Rate Authorized	Millage Authorization Date		Millage Rate Levied	Millage Expiration Date		Millage Voted in Perpetuity
	Month	Year		Month	Year	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

## PART VII: TRUSTEES REPORT

All Public Libraries must complete this page. Report the most current information. Report all Board changes to Donna Holdridge at dholdrid@libofmich.lib.mi.us or (517) 373-1587.

Main Library City: \_\_\_\_\_

Main Library County: \_\_\_\_\_

Main Library Name: \_\_\_\_\_

Current Organizational Statute: \_\_\_\_\_

Total Number of Voting Members Required by Statute or Legal Establishment Document: \_\_\_\_\_

If recently reorganized, provide re-establishment date and statute: \_\_\_\_\_

School district libraries organized under Public Act 451, 1976 must report two boards. List the School Board on this page. List the Advisory Board on a separate sheet.

Trustee Name	Check if Voting Member	Mailing Address	Phone Number	Term Expires	
				Month	Year
President	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>
Vice President	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>
Secretary	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>
Treasurer	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>
	<input type="checkbox"/>	Street City/Zip Email Address	( ) -	<input type="text"/>	<input type="text"/>

The Library Trustees are: ☐ Appointed ☐ Elected ☐ Municipal Governing Body

Library Name: \_\_\_\_\_

# Public Library Annual Report Form



**Library of  
Michigan**

717 W. Allegan, PO Box 30007, Lansing, MI 48909-9775

**FY 1999/2000 PUBLIC LIBRARY ANNUAL REPORT**

**SECTION B: REPORTING YEAR INFORMATION  
State Aid Application**

This Annual Report or a Letter of Intent to File an Annual Report must be postmarked on or before **February 1, 2000** to be eligible to receive state aid.

See instructions for clarification on how to complete this form. Refer questions regarding this form to Molly Dwyer at mdwyer@libofmich.lib.mi.us or (517) 373-3828.

**Unless otherwise indicated, all information requested is for the Main Library and all Branches, for the most recent fiscal year completed prior to 10/01/99.**

For the report period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo day yr mo day yr

## PART I: ADMINISTRATIVE ENTITY INFORMATION

LEGAL NAME OF MAIN LIBRARY					
STREET ADDRESS (NUMBER, STREET, ETC.)				CITY	ZIP+4
PHONE NUMBER		COUNTY			
LIBRARY COOPERATIVE					
LIBRARY ORGANIZATION TYPE					
<input type="checkbox"/> City	<input type="checkbox"/> County	<input type="checkbox"/> District	<input type="checkbox"/> School District	<input type="checkbox"/> Township	<input type="checkbox"/> Village
ADMINISTRATIVE STRUCTURE					
<input type="checkbox"/> Administrative entity with a single direct service outlet.			<input type="checkbox"/> Administrative entity with multiple direct service outlets where administrative offices are separate.		
			<input type="checkbox"/> Administrative entity with multiple direct service outlets where administrative offices are not separate.		

The Federal definition of a Public Library is based on the following criteria.

**Check all that apply:**

- ☐ Library has an organized collection of printed or other library materials
- ☐ Library has paid staff
- ☐ Library has an established schedule in which services of the staff are available to the public
- ☐ Library has facilities necessary to support collection, staff, and schedule
- ☐ Library is supported in whole or in part with public funds

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## PART II: HOURS OPEN AND SQUARE FOOTAGE SUMMARY

Complete every box. Leave no box blank. Enter "0" (zero) if none.

Outlet Type	Number operated during reporting year A	State Aid unduplicated scheduled average hours per week B	Total annual public service hours for the reporting year C	Total Square Footage D
Central Library(ies)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Branch(es)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bookmobile(s)	<input type="text"/>	Not applicable for state aid	<input type="text"/>	Not applicable
<b>Totals</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PART III: PAID STAFF

Record the reporting year information in the blank boxes. Complete every box. Leave no box blank. Enter "0" (zero) if none.

Report figures as of the last day of the reporting year. Include all positions funded in the library's budget whether those positions are filled or vacant.

	Employee Category	Number of paid employees in this category	Total hours per week worked by these employees	Full Time Equivalents Total hours/40
1.	ALA-Masters of Library Science-Librarians	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Total Librarians (including #1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	All other staff paid from library's budget, including security and maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Total Paid Employees (line 2 + line 3)</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Library Name: \_\_\_\_\_

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**PART IX: SERVICES FOR REPORTING YEAR**

**Complete every box. Leave no box blank. Enter "0" (zero) if none. If exact amount is unknown, enter estimate.**

**A**

Library Visits	
----------------	--

### B.

Children's Program Attendance	
-------------------------------	--

## c.

Total Circulation	<input type="text"/>
Circulation of Children's Materials	<input type="text"/>

**D.**

Reference Transactions	
------------------------	--

### E.

Number of items loaned to other libraries	<input type="text"/>
Number of items borrowed from other libraries	<input type="text"/>

**F.**

Did your library provide access to electronic services (e.g. bibliographic and full-text databases, multi-media products)?

Yes ☐ No ☐

G.

Did your library have access to the Internet?

Yes      No

☐      ☐

If your library had Internet access, Internet was used by (select one):

☐ Library staff only

☐ Patrons through a staff intermediary only

☐ Patrons either directly or through a staff intermediary

## H.

Number of Internet terminals used by staff only	<input type="text"/>
Number of Internet terminals used by general public	<input type="text"/>

**PART X: CERTIFICATION OF PUBLIC LIBRARY PERSONNEL.**

Only staff who are CERTIFIED by the Library of Michigan and worked during the REPORTING YEAR need to be listed on this page. If a new certified staff member was hired during the reporting year please provide a hire date. If a certified staff member (including the director) left during the reporting year please provide a departure date.

[illegible]

Level	Certificate	Eligibility Qualifications
I	Librarian's Permanent Professional Certificate	MLS with 4 or more years' professional experience
II	Librarian's Professional Certificate	ALA accredited Master of Library Science degree
III	Special Professional Certificate	Master's degree in any subject
IV	Limited Professional: Class A	Bachelor of Library Science or Library School enrollment
V	Limited Professional: Class B	Bachelor's degree in any subject
VI	Library Technician's Certificate	Accredited Associate of Library Technology degree
VII	Certificate of Library Experience	Beginning Workshop; must renew every 3 years

Library Name: \_\_\_\_\_

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# Public Library Annual Report Form

## PART XI: CERTIFICATION OF INFORMATION

I certify that the information provided on this application truly represents the library's activities and that the financial information can be verified by audit.

Authorized Official Name and Title

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Date \_\_\_\_\_

\_\_\_\_\_  
Signature (Original Signature Only)

Contact Person Name and Title  
(If different than authorized  
official)

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Date \_\_\_\_\_

\_\_\_\_\_  
Signature (Original Signature Only)

\_\_\_\_\_  
Contact Person Phone Number

Library Name: \_\_\_\_\_

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# Public Library Annual Report Form

## FY 1999/2000 PUBLIC LIBRARY ANNUAL REPORT SECTION A INSTRUCTIONS: CURRENT INFORMATION

Provide information that is **current** at the time of filing this report.

### PART I: DIRECTORY INFORMATION

Contact Ed Willoughby at the Library of Michigan to report directory information (PART I) changes as they occur throughout the year. (**see accompanying LM contact list**)

**Current Legal Name of Main Library:** Attach documentation authorizing legal name change, such as Board minutes or establishment documentation.

**Previous Legal Name of Main Library:** Complete if name change occurred since last annual report was filed.

**Street Address (number, street, etc.):** The complete street address of the main library. Do not report a post office box or general delivery.

**City:** The city or town in which the main library is located.

**Zip+4:** The standard five-digit postal zip code and the four-digit postal zip code extension for the street address of the main library.

**Phone Number:** The telephone number of the main library, including area code.

**Telefax:** The telephone number for the telefax machine used for administrative purposes at the main library, including area code.

**TDD Phone Number:** The number to be called when utilizing a Telephone Device for the Deaf (TDD).

**County:** The county in which the main library is located.

**Library Organization Type:** Check the "type name" reflecting the library's current organizational structure according to establishment statutes.

**MichiCard Member:** Indicate whether the library currently participates in the MichiCard program.

**Name of Current Library Director:** The name of the current official director of the main library. If the director position is vacant at the time of filing this report, provide the name and title for the acting or interim director and label as such.

**Name of Library Cooperative:** Provide the name of the library cooperative if the library is a member at the time of filing the Annual Report. If the library is not a member at the time of filing, indicate "none".

**Email Address of Library Director:** The email address to be used to contact the library director.

**Web Address:** If your library has a home page accessible over the Internet, please include the web address. Example: [www.library.lib.mi.us/library.html](http://www.library.lib.mi.us/library.html)

### PART II: CURRENT SCHEDULE OF OPEN HOURS

Record **current** scheduled hours for the **main public library**. Record the current information in the blank boxes. If primary public library service is to be provided at a different location from the administrative offices, duplicate this page and complete Directory Information and Current Schedule of Open Hours for both locations. For each outlet, use Section A - Page 1A. For more than one outlet, copy this page as many times as needed, or attach a schedule that includes all the requested information. Do not include service outlets that are not administered by the library system. Only include branches or bookmobiles.

**Current Schedule:** Indicate the current scheduled hours for the main public library.

**Alternate Schedule:** This chart should only be completed if the library plans to operate on an alternate schedule for 5 or fewer months of the year.

**Period of Alternate Schedule:** Provide the beginning and ending dates for the alternate schedule, as planned for the year 2000. Then enter open and closing hours for each day of the week during the alternate schedule.

### PART III: NON-RESIDENT FEES INFORMATION

Mark an "x" in the Yes or No box to indicate whether your library charges library card fees to any person living outside of your service area. If you answered "Yes" provide the Fee Schedule or Non-Resident Rate. Fill in the blank box with the current information.

### PART IV: TECHNOLOGY (see form for instructions)

### PART V: CURRENT SALARY AND BENEFIT INFORMATION

Report current information for this section. Pay scale information should be the most recently available for your library Director/Head Librarian and staff. Report salary information for filled and vacant positions. Include benefit package information for your library Director/Head Librarian only.

**Director/Head Librarian and Library Staff:** Using the library's current pay scale, indicate if the positions require an American Library Association Masters of Library Science degree, the average hours worked per week, and the minimum and maximum salary range for one year for the classifications listed for the main library. Position titles may not reflect exact titles used at your library. Use the closest match. Report both minimum and maximum annual salary costs.

**Benefit Information:** Mark an "x" after each benefit category if your library pays any portion or all of that benefit for your Director/Head Librarian. If a selection does not apply, leave it blank.

### PART VI: CURRENT MILLAGE INFORMATION

**Millage Rate Authorized:** Enter the latest millage rate approved by the voters in your service area. This is the maximum that the library may levy.

**Millage Authorization Date:** Enter the month and year when the latest millage was approved by the voters in your service area.

**Millage Rate Levied:** Enter the latest millage rate levied for library services. This is the rate that actually was used in determining property taxes.

**Millage Expiration Date:** Enter the month and year when the millage will expire. If the millage was voted "in perpetuity," leave date blank and indicate this by putting a check mark in the Millage Voted in Perpetuity box.

# Public Library Annual Report Form

## PART VII: TRUSTEES REPORT

List the names of Trustees who are serving at the time this report is filed. Be sure to complete the "Term Expires" column. Do not list Trustees whose terms have expired at the time of filing this report. Library Staff Members may not be voting members of the Board of Trustees. School Libraries organized under Public Act 451, 1976, must report both their legal School Board and their Library Advisory Board.

If a Board position is vacant at the time of filing, make an entry for the vacant position to verify that your Board will have the appropriate number of Trustees. When the position is filled, contact *Donna Holdridge* to report the new Board member and term. **(see accompanying LM contact list)**

**Main Library City:** Indicate the city in which the main library facility is located.

**Main Library County:** Indicate the county in which the main library facility is located.

**Main Library Name:** Indicate the legal name of the main library.

**Current Organizational Statute:** Indicate the Michigan library establishment statute under which the library is currently organized. (see list on next page)

**Total Number of Voting Members Required by Statute of Legal Establishment Document:** If your library was recently reorganized, provide the re-establishment date and statute.

**Trustee Name:** List the legal name for each current Board of Trustees member, beginning with officers. Leave blank line for vacancies and contact the Library of Michigan when the positions are filled.

**Voting Member:** Indicate if trustee is a voting member of your Board.

**Mailing Address:** Provide a current mailing address for each Board member. Include street number and street name, city and zip code. Provide two-letter state code only if the person resides outside of Michigan.

**Internet Email Address:** The address is to be used to contact the trustee via the Internet.

**Phone Number:** Provide the phone number at which each individual can be reached during the day.

**Term Expires (mo/yr):** List the month and year the term for each Board member will expire. If an individual serves on the Board as a function of his municipal office, write "ex officio" in this space.

**Library Trustees are Appointed, Elected, Municipal Governing Body:** Check the box which describes how your library Board members are designated. Only one box should be checked.

### Library Establishment Statutes

<u>Library Organization</u>	<u>Statute</u>
City Libraries	1877 PA 164, Section 1
1877 PA 164, Section 10a	
1877 PA 164, Section 15	
City Charter	

City Ordinance

County Libraries 1917 PA 138

District Libraries 1989 PA 24  
(Note: district libraries established prior to 1989 are also now under this statute)

School Libraries 1976 PA 451  
(Michigan School Code)

Township Libraries 1877 PA 164, Section 10

Village Libraries 1877 PA 164, Section 10

## SECTION B INSTRUCTIONS: THE REPORTING YEAR

Unless otherwise indicated, all information is for the Main Library and all Branches. Financial information must be precise for income and expenditures during the reporting year and should be reported in whole dollars. Other statistical information should be estimated if exact counts are not available. Do not leave blank spaces. Enter "0" (zero) if the library did not offer the service, did not offer that type of material, did not spend or receive money in that category, or if the question does not apply to your library. **This report, or a letter of intent to file, must be postmarked on or before February 1, 2000 to be eligible to receive state aid. If a letter of intent to file is submitted, the original Annual Report must be postmarked on or before March 31, 2000.**

**Report Year:** Most recent fiscal year completed prior to October 1, 1999, even if that means reporting less than 12 months of data. The reason for reporting less than 12 months of data could be due to a change in legal status, change in fiscal year, etc. If your reporting year has changed, provide documentation authorizing the change, such as board minutes.

## PART I: ADMINISTRATIVE ENTITY INFORMATION

**Legal Name of Main Library:** Attach documentation authorizing legal name change, such as board minutes or establishment documentation.

**Street Address:** The complete street address of the main library. Do not report a post office box or general delivery.

**City:** The city or town in which the main library is located.

**Zip+4:** The standard five-digit postal zip code and the four-digit postal zip code extension for the street address of the main library.

**Phone Number:** The telephone number of the main library, including area code.

**County:** The county in which the main library is located.

**Library Cooperative:** Provide the name of the library cooperative if the library was a member during the reporting year. If the library was not a member, indicate "none."

**Library Organization Type:** Select the organization type that reflects the library's organizational structure according to establishment status at the end of your reporting year.

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**Administrative Structure:** Mark the box that best identifies your library's administrative structure according to the following federal definitions:

**Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate:** An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

**Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate:** An administrative entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

**Administrative Entity with a Single Direct Service Outlet:** An administrative entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

**Public Library Definition:** A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that meets one or more of the listed criteria. Check all that apply based on the federal definition of a public library.

## PART II: HOURS OPEN AND SQUARE FOOTAGE SUMMARY

**For State Aid**, the information provided here is used to verify that the library (or the main library and its branches) met the minimum scheduled hours open per week requirement for its class size during the reporting year.

**Central Library(ies):** One type of single outlet library or the library which is the operational center of a multiple-outlet library and is synonymous with a main library. Usually all processing is centralized here and the principal collections are housed here. Not all administrative entities have a central library and some administrative entities have more than one central library.

**Branch(es):** Auxiliary unit of an administrative entity which has at least all of the following: 1) separate quarters; 2) an organized collection of library materials; 3) paid staff; and 4) regularly scheduled hours for being open to the public.

**Bookmobile(s):** Traveling branch library consisting of at least all of the following: 1) a truck or van that carries an organized collection of library materials; 2) paid staff; and 3) regularly scheduled hours (bookmobile stops) for being open to the public. Report the number of vehicles in use, not the number of stops the vehicle makes.

**A. Number operated during reporting year:** If none of the outlet type were operated during the reporting year, put "0" (zero) in column A and leave the rest of the line blank.

**B. State Aid unduplicated scheduled average hours per week:** Unduplicated branch hours are hours when one or more branches are open when the main library is not. Do not count duplicate branch hours. For example:

Main library:  
Open 9am-4pm Mon-Fri = 35 unduplicated hrs/wk  
North Branch:  
Open Noon-8pm Tues, Thurs = 8 unduplicated hrs

Open 10am-4pm Fri = no unduplicated hrs  
South Branch:

Open 10am-2pm Sat = 4 unduplicated hrs  
Open 10am-6pm Tues-Fri = 2 hr Fri+2 hr Wed unduplicated  
Total unduplicated branch hours for the system is 16  
Total unduplicated hours for State Aid is 51 per week

**Note:** You must attach a schedule showing main library and branch library hours for the reporting year if using unduplicated hours to qualify for state aid. If a public library has more than one branch, and if the hours for the main library building and each established branch library are different, the unduplicated hours may be added together to satisfy the minimum open hours requirement to qualify for state aid. The minimum open hours requirement must be maintained for not less than 9 months of the 12 month operating period. If a reduced hours schedule is implemented, the library must be open not less than 10 hours per week.

**C. Total annual public service hours for the reporting year:** Using scheduled hours as a guide, subtract known closed days or weeks, both scheduled and unscheduled, to derive a realistic annual total hours open figure for your library during the reporting year.

**D. Total Square Footage:** Report the total square footage of the facility used for library purposes.

## PART III: PAID STAFF

Include all employees paid with library funds to do library work or to maintain the library building for the main library, all branches, bookmobiles and other service outlets. All employees whether or not they are certified by the Library of Michigan are included. This chart should not include volunteers, since these figures may be used to determine average staff expenditures. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment. Derive the Full Time Equivalent (FTE) staff figure by adding the total number of hours worked by all employees in each category. Then divide the total staff hours by 40 and round to two decimal places.

**ALA-MLS Librarians:** Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

**Total Librarians:** Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes those individuals that possess an ALA-MLS.

**All Other Paid Staff:** Include all other library employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.

**Total Paid Employees:** The sum of "Total Librarians" and "All Other Paid Staff."

## PART IV: OPERATING INCOME (use whole numbers only)

Report income used for operating expenditures as defined below. DO NOT include capital income, contributions to endowments, income passed through to another agency, or funds unspent in the previous fiscal year. This section provides detail of local, state and federal income for your library's reporting year. Include federal, state or other grants except for LSCA Title II grants and grants for capital expenditures. It is important to keep accurate financial records for each reporting year and to be able to track local, state and federal funds separately. Although there must be a realistic relationship between total operating income and total operating expenditures, the figures will probably not balance exactly. It is important to report accurately, since the library must be able to verify any financial information with audited figures. For purposes of this report, **Income** is defined as actual cash or documented monetary transfer to the library fund. Do not include in-kind services, pledges and grants not received.

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Total Local Operating Income is used to meet the 3/10 mill match requirement for State Aid. If your library's total service area does not meet this state aid standard, revenues from the total legal service area and individual contracted municipalities will be reviewed. For this reason, the Operating Income report form provides a line for each municipality served by your library. When completing the form:

- If your legal service area is comprised of more than one municipality (for example, a whole county, a School of two or more municipalities) the legal area income can be reported on the first line with a bracket to show the included municipalities.
- If you cannot break down miscellaneous "other public local income" by municipality, report it all on the top line of the Legal Service Area section.
- Only local income needs to be broken down by municipality.

**A. Legal Service Area:** Name of a municipality or other designated jurisdiction served under statute during the reporting year. Example: School, name of county (if whole county).

**Population Served:** The number of people in the geographic area (as determined by the U.S. Bureau of the Census) for which a public library has been established to offer services and for which (or on behalf of which) the library derives income. For administrative entities that do not serve the public directly and have no outlets (e.g., a system, federation, or cooperative service), this number shall be "0" (zero).

**Local Penal Fine Revenues (A):** Report Penal Fine revenues received during the reporting year. If you do not know the amount received for each individual service area, calculate it by determining the total population your library serves in the county and dividing the penal fines received from that county by the population served to determine the per capita rate. Multiply the per capita rate by the population of each service area to determine penal fines received from each service area. If your library has service areas in two or more counties, you must determine each rate separately.

**Income from Voted Millage (B):** Enter only revenues received during the reporting year from a **dedicated** library millage which was approved by a vote of the people. If the millage is for a multimunicipality legal service area (whole county or district structure), complete millage information on the top line only and draw brackets to indicate the inclusive municipalities.

**Appropriated Tax Income (C):** This revenue is received by the library directly from the municipal, county, district or school governing body. This revenue is not the result of a dedicated voted library millage.

**Other Local Government Income (D):** Report miscellaneous income received from local government sources. (Do not include user fees.) If the library received revenue from a Single Business Tax levied on local business, enter the amount in this column on the top line of the legal area chart.

**Total Local Government Income (E1):** Add columns A, B, C, and D. This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditures by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees paid by individuals.

## Other Local Operating Income (F1):

Report miscellaneous income from local non-government sources. This category includes user fines and fees, collections from coin operated equipment, income from used book sales, fund-raisers, library Friends events, etc. Non-capital cash contributions are included in this category. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations. If it is impossible for you to break down the miscellaneous income by individual municipality, report the Other Local Operating Income on the top line of the legal service area chart.

**B. Contracted Municipality:** Name of municipality or other designated jurisdiction with which the library has a library service contract approved by the Library of Michigan.

**Population Served:** The number of people in the geographic area (as determined by the U.S. Bureau of the Census) for which a public library has been contracted to offer services and from which (or on behalf of which) the library derives income.

**Local Penal Fine Revenues (A):** Report Penal Fine revenues received during the reporting year. If you do not know the amount received for each reported contracted municipality area, calculate it by determining the local total population served by your library in the county as a result of service contracts and dividing the penal fines received from that county by the population served to determine the per capita rate. Multiply the per capita rate by the population of each contracted municipality to determine penal fines received for each municipality. Penal fines distribution rates are different for each county. If your library has service contracts in more than one county, you must determine each rate separately.

**Income from Voted Millage (B):** Enter only revenues received during the reporting year from a **dedicated** library millage which was approved by a vote of the people. If the millage is for a multimunicipality contract service area (whole county or district structure), complete millage information on the top line only and draw brackets to indicate the inclusive municipalities.

**Appropriated Tax Income (C):** This revenue is received by the library directly from the municipal, county, district or school governing body. This revenue is not the result of a dedicated library millage and does not include contract fee income.

**Contract Fee Income (D):** Revenue received from the contracted municipalities as stated in the library service contract. Do not include penal fine income.

**Total Local Government Income (E2):** Add columns A, B, C, and D. This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditures by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees paid by individuals.

**Other Local Operating Income (F2):** Report miscellaneous income from local non-government sources. This category includes user fines and fees, collections from coin operated equipment, income from used book sales, fund-raisers, library Friends events, etc. Non-capital cash contributions are

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included in this category. Include, for example, monetary gifts and donations received in the reporting year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

## C. Operating Income Summary

### Total Local Government Income (E1+E2):

Sum of E1 and E2.

### Total Other Local Operating Income (F1+F2):

Sum of F1 and F2.

### Total Local Operating Income (E1+E2+F1+F2):

Sum of E1, E2, F1, and F2. **This figure is used to assess the library's financial eligibility for state aid.**

### State Government Operating Income (G):

Report all funds received by your library from the State government for operating expenditures, except for federal money distributed by the State. Include all state aid payments received by your library during the reporting year.

### Federal Government Operating Income (H):

Report all federal government funds received by your library for operating expenditures, including federal money distributed by the State. Report grant funds received for non-capital expenditures from LSCA and LSTA. Do not include funds you received and passed through to another public library.

### Total Operating Income (I):

Sum of E, F, G and H. ("Total Local Operating Income," "State Government Operating Income" and "Federal Government Operating Income")

## PART V: CAPITAL INCOME (use whole numbers only)

### State and Federal Capital Income:

Report state and federal governmental funds (including grants) received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of equipment, furniture, technology systems, and other one-time, extraordinary projects.

### Private and Local Capital Income:

Report private and local governmental funds (including bond income and grants for capital expenditures) received by your library for the purpose of capital expenditures. Examples include funds received for construction, expansion and renovation of existing library facilities and funds received for the purchase of equipment, furniture, technology systems, and other one-time, extraordinary projects. These funds may be used to meet the 3/10 mill local support financial requirement for State Aid.

### Total Population Served:

Sum of "Legal Service Area Population served" and "Contracted Municipality Population Served."

## PART VI: OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. List only expenditures paid from library operating budgets. Complete every box, leave no box blank. Enter "0" (zero) if none.

## A. Staff Expenditures (use whole numbers only)

### Salaries & Wages:

Include salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

### Employee Benefits:

The benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct, paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

### Total Staff Expenditures:

The sum of "Salaries and Wages" and "Employee Benefits."

## B. Collection Expenditures:

Include all expenditures for materials purchased or leased for use by the public.

### Books/Print Materials:

Include expenses for any print or microform materials that are part of the library collection.

### AV/Non-Print Materials:

Include expenses for any non-print collection materials, including film, video, sound recordings, etc.

### Subscriptions (non-electronic format):

Include subscription expenditures for reference serials, journals and newspapers in print or microform formats. This does not include subscriptions for materials in electronic format.

### Library Materials/Subscriptions in Electronic Format:

Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic disks, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.

### Total Collection Expenditures:

Sum of expenditures for "Books/Print Materials," "AV/Non-Print Materials," "Subscriptions (non-electronic format)," and "Library Materials/Subscriptions in Electronic Format."

## C. Operating Expenditures for Electronic Access:

Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure cannot be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery. **Note:** Report only operating expenditures, including Internet

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<p>access charges. DO NOT report items included as capital expenditures in Part VII.</p> <p><b>D. Other Operating Expenditures:</b> Include all expenditures other than those for staff, collection and electronic access. <b>Note:</b> Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities. DO NOT report items included as capital expenditures in Part VII.</p> <p><b>E. Total Operating Expenditures:</b> Sum of A, B, C, and D. It includes "Total Staff Expenditures," "Total Collection Expenditures," "Operating Expenditures for Electronic Access," and "Other Operating Expenditures."</p>	<p>can be reproduced (played back) mechanically or electronically, or both. Included are records, audio cassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.</p> <p><b>Video:</b> Materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.</p> <p><b>Subscriptions (non-electronic format):</b> Refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions. Count subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues.</p>
<p><b>PART VII: CAPITAL OUTLAY (use whole numbers only)</b> Include expenditures paid from your library capital budget for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, equipment, initial book stock, furnishings for new or expanded buildings, or vehicles, and other one-time, extraordinary projects. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Complete every box, leave no box blank. Enter "0" (zero) if none.</p> <p><b>Capital Expenditures for Electronic Access:</b> Report capital expenditures associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe or microcomputer. DO NOT report items included as operating expenditures in Part VI.</p> <p><b>Furnishings and Equipment Expenditures:</b> Report major expenditures for all furniture and equipment other than for electronic access. Examples include shelving, patron tables and chairs, photocopiers, etc. DO NOT report items included as operating expenditures in Part VI.</p> <p><b>Building Expenditures:</b> Report expenditures for the acquisition of or additions to building sites, new building additions and library facilities. DO NOT report items included as operating expenditures in Part VI.</p> <p><b>Total Capital Expenditures:</b> Sum of "Capital Expenditures for Electronic Access," "Furnishings and Equipment Expenditures," and "Building Expenditures."</p>	<p><b>Number of library materials/subscriptions in electronic format:</b> Report the number of physical units such as CD-ROMs, magnetic tapes and magnetic disks, that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape or floppy discs. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.</p> <p><b>Total:</b> Total units at year end in library collections.</p> <p><b>PART IX: SERVICES</b> Complete every box, leave no box blank. Enter "0" (zero) if none. If exact amount is unknown, enter an estimate.</p> <p><b>A. Library Visits:</b> The total number of persons entering the library for whatever purpose during the year. <b>Note:</b> If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy or unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p>
<p><b>PART VIII: LIBRARY COLLECTIONS</b> For each category, report the number of physical units (items) owned at the end of the reporting year. Complete every box, leave no box blank. Enter "0" (zero) if none. If exact amount is unknown, enter an estimate. Items which are packaged together as a unit, e.g. two compact discs, two films, or two video cassettes, and which are generally checked out as a unit, should be counted as one physical unit.</p> <p><b>Book/Serial Volumes:</b> Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, year-books, etc.), memoirs, proceedings, and transactions of societies. Include microform, books, and serials in this category. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.</p> <p><b>Audio:</b> Materials on which sounds (only) are stored (recorded) and that</p>	<p><b>B. Children's Program Attendance:</b> The count of the audience at all programs intended primarily for persons 14 years old or younger. Include all persons who attend, whether adults or children.</p> <p><b>C. Circulation Transactions:</b></p> <p><b>Total Circulation:</b> The total annual circulation of all library materials of all types, including renewals. <b>Note:</b> Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed that are then circulated to users. Do not include items checked out to another library.</p> <p><b>Circulation of Children's Materials:</b> The total annual circulation of all children's materials in all formats to all users, including renewals.</p> <p><b>D. Reference Transactions:</b> A reference transaction is an information contact which involves the</p>

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<p>knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, by phone, by fax, mail or by electronic-mail from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?" <b>Note:</b> If an actual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).</p> <p><b>E. Interlibrary Loans:</b> Report materials exchanged between your library and other libraries. Transactions between branches of the same library organization should not be counted here.</p> <p><b>Number of items loaned to other libraries:</b> These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.</p> <p><b>Number of items borrowed from other libraries:</b> These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.</p> <p><b>F. Access to Electronic Services:</b> If your library provided access to electronic services, answer "yes." These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library. If your library has Internet access, answer "yes" - AccessMichigan provides access to electronic services.</p> <p><b>G. Access to the Internet:</b> The Internet is the collection of networks that connects government, university, and commercial agencies (e.g. NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP. Answer "yes" only if one or more of the following services were accessible: telnet, gopher, file transfer protocol, or community network. Answer "no" if your library had access to electronic mail only.</p> <p><b>H. Internet Terminals:</b> Include the number of computer terminals or workstations used by staff only to access the Internet.</p> <p>Report the number of computer terminals or workstations used by</p>	<p>the general public to access the Internet.</p> <p><b>PART X: CERTIFICATION OF PUBLIC LIBRARY PERSONNEL</b> This section verifies that appropriate numbers and levels of staff worked at the library during the reporting year <b>to meet the minimum standards for state aid.</b> This page may be duplicated, as necessary. If the staff of your library is very large, a complete staff list may be attached to this page. In the latter case, the Social Security ID numbers need not be listed for uncertified individuals.</p> <p>In most cases, only staff who are certified by the Library of Michigan need to be listed on this page. For most libraries, uncertified staff should be listed here only if: a) they were recently hired and have not completed the certification process, or b) if they were "grandfathered" in 1984 and remain employed in the same position.</p> <p>Although it is necessary only to list persons who qualified the library for state aid during the reporting year, it is helpful to the Library of Michigan to have all current staff listed. For example, if the directorship changed during the reporting year, list the previous director with his or her departure date and the current director immediately below with his or her date of hire.</p> <p><b>Employee Name (as it appears on Certificate):</b> Use the full legal name rather than nicknames or pseudonyms. If the person's legal name has recently changed, list the <b>current</b> name and add the previous name in parentheses. Be sure to list the director on the top line.</p> <p><b>Last 4 Digits of Social Security Number:</b> The Social Security numbers are used as an identification code for certification records and transcript association. Report only the last four digits.</p> <p><b>No. Hours Worked Per Week:</b> List the regularly scheduled or most frequent number of hours each person worked per week during the reporting year. This information is used to verify that the library was adequately staffed during the scheduled open hours.</p> <p><b>Certificate Level Code:</b> Refer to the chart at the bottom of the page. If the person is eligible for certification but does not actually have a certificate at the time of filing, enter the level code followed by "elig."</p> <p><b>Date of Hire (if new) OR Date Certificate Expires (if level VII):</b> A date of hire should be entered for any individual not listed on the previous year's report. If the person holds a Level VII certificate, the expiration date of his or her most current certificate should be entered.</p> <p><b>PART XI: CERTIFICATION OF INFORMATION</b> The person signing the form must be an authorized official of the library who can be held accountable for the information on the form. The library director, board president or other authorized official must sign in order for the application to be processed. In the event of a state aid audit, the authorized official will be contacted. If a person other than the authorized official should be contacted for questions, enter his or her name in the space for "contact person." <b>Reports that are not signed are returned for signature. Signature must be original signature - signature stamps will not be accepted.</b></p>
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